

Massachusetts Department of Environmental Protection Bureau of Resource Protection – Watershed Permitting Program

Groundwater Permit Discharge Monitoring Report Forms

Guidance for Completing the Online Form

This guidance shows and describes most of the screens and forms that you will be viewing while completing online Groundwater Discharge Monitoring Reports. Completing and submitting the forms is very intuitive, quick and easy.

Submitting your eGW Forms

Follow the steps below to register and submit your data for your groundwater discharge permit.

Guidance for Completing the Online Form

Register

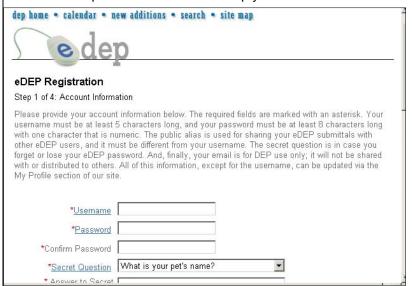
In order to make electronic submittals through eDEP you must register as follows:

Log onto http://www.mass.gov/dep

On the left hand side of the screen select eDEP Online.

Account Information

Fill out the required information to set up your eDEP account.



User Type

Select the appropriate User Type based on the following:

Individual = Engineer, operator, laboratory or other who will be submitting groundwater reports **on behalf** of a groundwater permitee.

Business Administrator= The entity or person the groundwater permit is issued to. This group includes municipalities, i.e. municipal officials.

Municipal Employee = Employee of a municipality who will be submitting groundwater reports **on behalf** of the municipality.

If you are registering as a Business Administrator choose *I am a groundwater discharge permitee*. You will be required to submit proof of identity and designate who will submit the reports for you. It may take up to one week for your proof to be received and processed. You will be notified by email when you can begin submittals.

If you are registering as an Individual or Municipal Employee choose *I file* groundwater monitoring reports for DEP permitted facilities. You will need to provide the Business Administrator with the alias you establish at registration. The Business Administrator will use your alias to affiliate you with their permit. You will then be able to submit groundwater reports on their behalf.

After your registration is confirmed you may login and use eDEP.

Guidance for Completing the Online Form

Your eDEP Homepage

After a successful login using your eDEP User ID and Password, your own eDEP Homepage will be displayed.

Based on your User permissions, your Homepage lists all prior forms generated by you and their status. Any submissions by other Users that you have permission to view will also be displayed. (See section on sharing reports for more information.)



Based on your User permissions, you can:

- Generate a new form by selecting start new in the upper right of My Homepage.
- Complete Works in Progress by selecting *View* for the work in progress.
- View and print prior work or submissions by selecting **View** for the document.
- Search for a work in progress or previously submitted form by selecting *filter* in the upper right.

Select an Online Form

To select a groundwater form to file, select **start new**.

Select **Ground Water Permit** from the drop down list of available eDEP forms.

Select the business you want to represent (if any).

Click on *Create Form* to begin a new form.

5	<u>e dep</u>
On	Line Forms
Sel	act the form you wish to submit
Gr	ound Water Permit
Sel	ect the business you wish to represent (if any)
	v
D	Create Form
req	the following forms, DEP has not received and/or processed the proof(s) of identity that are uired before you can fill out the form. To see the required proof(s) of identity for a form, select form from the list below, then click on the More Info button.

Guidance for Completing the Online Form

Pre Form: Groundwater Permit

Select the facility you will report for.

Click on Search.

Check the box next to facility name.

Click on Next.



Step 1 Current Submittal

All submittals begin on this screen. Note that a unique Transaction ID has already been assigned to the forms you will be completing for this submission.

The Transaction ID will always be on your Homepage from this point forward. Make a note of the transaction ID.



You will return to this page at the completion of each step.

Select **Next Step** or click directly on the **Ground Water Permit** to open the form.

Guidance for Completing the Online Form

Using the Form Buttons At the top of each form are the following buttons: Save Save and Exit Validate Print Clear Cancel Save: Saves Massachusetts Department of Environmental Protection 9991 work done on the 1. Permit Number Bureau of Resource Protection - Groundwater Discharge Program 22222222 current form and Groundwater Permit 2. Tax identification Numb returns you to 3. Sampling Month & Frequency that same form. This should be A. Facility Information done every 15 Important: When filling out forms on the 1. Facility name, address minutes to insure TEST FACILITY 2 your work will not computer, use only the tab key a. Name be lost. 1 WINTER ST BOSTON MA d. State 22222

Save and Exit:

Saves the work done on the current form and closes the form you were working on. Use this button when the submission is not complete and you intend to return and complete it at another time. Make note of the Transaction ID of the submittal to assist in finding it later.

Validate: Use this button when the form is completely filled out and you are ready to proceed to the next page, form or step.

Print: Prints the page on screen. This button will remain on the forms even after you have submitted it to DEP.

Clear: Clears the form on screen of any data entered.

Cancel: Cancels the form and returns you to the Related Submittals page. Your work will **not be** saved.

Fill All Empty Fields as Not Detected: Fills all blank fields except the effluent MDL fields, with an ND value for Not Detected.

Guidance for Completing the Online Form

Groundwater Permit Form

Use the Tab Key to navigate through the forms.

This form acts as the cover sheet for each form you select to submit. It is also where you select each form to be submitted.

Part A of this form contains the facility contact and laboratory information. Some of this information will be automatically filled in for you.

Part B: Contains a drop down list of all



the data forms required by your permit. The forms are grouped by monitoring point type and frequency. **This is where you will select each form you want to fill out.**

There are three types of forms to submit: Discharge Monitoring Report, Monitoring Well Data Report, and the Daily Log Sheet.

Discharge Monitoring Report:

For the reporting of influent and effluent data. Grouping of parameters is based on the sampling frequency of each parameter. Every field on this form must have a value in order to save and validate this form.

Examples:

All the monthly parameters for influent and effluent will be on one form. All

the quarterly parameters will be on a separate form.

7	Massachusetts Department of Environmental Protection Bureau of Resource Protection - Groundwater Discharge Program Groundwater Permit DISCHARGE MONITORING REPORT	9991 1. Permit Number 22222222 2. Tar dentification Number 2004 APR BI-MONTHLY 2 3. Sampling Moths & Frequency at empty fields as Hot-belected						
	D. Contaminant Analysis Information For 17, below detection limit, or not detected, enter "ND" For greater than (>) or ites than (>) value, enter number only and note greater than (>) or ites than (-) in the Comments section. Both of the Comments of							
	1. Parameter/Contaminant Units 2. Influent 3. Effluent s.u.	4. Effluent Method Detection Limit						
	SETTLEABLE SOLIDS MA TOTAL KJELDAHL NITROGEN MOJ							

Guidance for Completing the Online Form

Monitoring Well Data Report:

For reporting results from monitoring well sampling, effluent reuse, or other monitoring points. Grouping of parameters is based on the sampling frequency of each parameter.

Every field on this form must have a value in order to save and validate this form.

Groundwate MONITORING WE	3.	2. Tax identification Number 2004 APR MONTHLY 3. Sampling Month & Frequency Fill all empty fields as Not-Detecte				
C. Contaminant Ana	alysis Inf	formatio	1			
For "0", below detection limit, or For greater than (>) or less thar section. TNTC = too numerous to count. NS = Not Sampled. DRY = Not enough water in wel	n (<) value, ente		MW-3 4. Well #	than (>) or less the MW-4 5. Well #	man (<) in the Co MW-5 8. Well#	MW-6
PH s.u.	.58	.57	.56	.67	.67	.56
SODIUM	.67	dry	dry	dry	dry	dry
STATIC WATER LEVEL	12	12	12	12	12	12

Examples:

All annual parameters will be on one form. All quarterly parameters for each monitoring well will be on one form.

Use Tab to navigate through form. Use the ND button at top of form to fill in all empty cells with ND for Not Detected.

Use Tab to navigate through the form. Use the ND button at top of form to fill in all empty cells* with ND for Not Detected.

*Except Effluent MDL.

Daily Log Sheet:

For the reporting of any parameter monitored more frequently than bi-weekly. *Fields on this form should be left blank if not applicable.*

Examples:

Flow, reuse flow, ph, Chlorine residual, turbidity.

Use Tab to navigate through the form.

Please note: This form is NOT permit specific.

Gro DAIL	of Resource ounds Y LOG \$		- Groundw Peri	nater Discha nit	arge Progra	m 1.F 22:	Permit Number 2222222 Tax Identification 2004 A Jampling Month	PR DAIL
Date Date	Effluent Flow OPD	Reuse Flow GPD	irrigation Flow OPD	Turbidity	Influent pH	Effluent pH	Chlorine Residual (mg/l)	UV Intenci (%)
1								
2								
8								
4								
6								
8								
7								
8								

Guidance for Completing the Online Form

Ground Water Permit Form (Continued)

Part A of the Groundwater Permit Form must be completely filled out and one option selected in Part B before you can validate this form. Tab to the top pf the form and select *Validate* to go to the next step.

dep home • calendar • new additions • search • site map

You have not completed Step 1. There may be related sub-

You must select "Validate" before continuing to the next step!

e dep

Current Submittal Transaction ID - 7085

Step 1 Ground Water Permit

Step 2 Acceptance (Signature)
Step 3 Submit

Current Submittal

Click on **Groundwater Permit** or Select **Next Step**. The form you selected will be listed on the Related Forms screen. After validating each form, you will return to this page.

Related Forms Screen

This screen will list each page of the selected form.

Related Forms Transaction ID - 7051

Ground Water Permit()

Ground Water Permit()

Mext Step

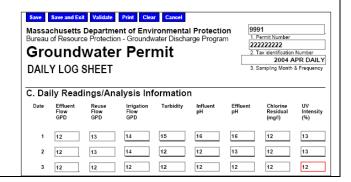
I would like to:

Delete this Submittal

Share this Submittal

Select **Next Step** to open the form (pdf file). Enter the data into the form using the tab key to navigate.

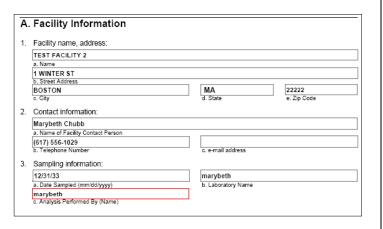
After completing each page of the form click *Validate*.



Massachusetts Department of Environmental Protection Bureau of Resource Protection – Watershed Permitting Program

Groundwater Discharge Permit Monitoring Report Forms *Guidance for Completing the Online Form*

When all pages of the first selected form have been completed you will return to the Groundwater Permit form. Note that Part A retains the information you entered earlier. Make any changes to dates or lab information needed.



At Part B you can select the next form and proceed as directed above to complete the next form(s).

When all forms to be submitted are complete choose *All forms for submittal have been completed.*

This can be found in Section B of Groundwater form.



This brings you back to Current Submittals.

Note that Step 1 is now complete as indicated by a check mark.



Selecting *Next Step* on the Current Submittals page and subsequent Related Submittals page will open the **Comments** Section.

Comments may be:

- a) Typed in allotted area, or
- b) Attached as a file (check the box on the left side of the comments).
- c) Mailed as a hard copy to DEP.



Please note: The certification statement above the Comments section is FYI only on this page. There is a separate step for certifying your submittals. Type in your comments or make appropriate selection. Select *Validate*. This brings you back to Current Submittals page.

If you opt to attach a file or mail in comments, a new step will show up on the Current Submittals page called Other Document Upload. Select Next Step and follow the instructions to upload or mail the file. If mailing in comments, you will need to send a copy of the Transaction Receipt.



Acceptance

From Current Submittals page select **Next Step** to proceed to the signature and Certification.

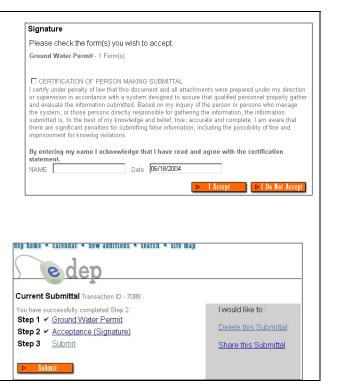
Click in check box next to certification statement.

Type name into allotted space and select *I* **Accept**.

You have now certified the reports and are back to Current Submittals page.

Step 2 is now complete and the forms are ready for submittal.

Select Submit.



Submittal Summary and receipt page.

This page lists:

- All reports sent in the submittal.
- Transaction number of submittal
- Date and time of submittal

DEP Transaction ID: 7095
Date and Time Submitted: 6/21/2004 8:55:59 AM

DEP Transaction ID: 7095
Date and Time Submitted: 6/21/2004 8:55:59 AM

Form Name: Ground Water Permit

Facility Information:
Tax Identification Number: 2222222222
location: 1 Winter St
Address: Boston
ZIP: 22222
Discharge Monitoring Report(1)
Form Name: Certification & Comments

Sign Send me an email confirmation at:
Imarybeth.chubb@state.ma.us

Print this page for your records.

If you would like an email verification that your submittal was received, check the appropriate box and type in your email address.

Hit Next which will bring you to the last page.

The Current Submittals page shows that all 3 steps are now complete.

The completed reports have been submitted to DEP.



Affiliating Users

In order to have someone else submit reports for your Groundwater Discharge permit, you must affiliate that User with your account.

From My Homepage, select *My Profile* on left side of screen.

Click on Administer my organization.

My Profile: MARYBETH Select any of the following links: Change my password Update my personal information Change my user type (Current user type is: Individual .) Add/Update my proof(s) of identity Administer my organization

Choose Add



Enter the Alias of the DEP user you wish to affiliate with your account.

Choose the role this user will have.

Once this is done, the affiliated user will be able to fill out and submit reports for your Groundwater Discharge Permit.

Organization ID	1111111112
Irganization Name	Mary Beth's company 1
Affiliated Users	
Affiliate With	
Role	Employee / Agent 🔻
From	6/25/2004 To (e.g., 6/25/2004)
◁	Back

To Share a submittal

Forms filled out online can be shared electronically with other eDEP users.

Select the submittal you would like to share. Click **Share This Submittal** on right side of Current Submittal screen.

Select Add at bottom of Share Submittal screen.

Enter the User's Alias with whom you wish to share a report.

Share Submittal

This page enables you to share this submittal with other eDEP users. To add a user with whom you would like to share the submittal, click on the Add a User button (below). To share with another eDEP user, you must know that user,s Public Alias. Once you have indicated the user (i.e., the Public Alias) with whom you would like to share the submittal, you must specify the role (i.e., the privileges) that you would like to grant to that user. You may also put a limit on the time period for which the role is valid for the user. If you give the user the Owner role, you will lose the ability to add further users for sharing of this submittal, because only the Owner possesses that privilege.

Transaction # 7145

Form Name Ground Water Permit

Shared with

Define the view rights you want the other user to have:

Viewer – View only, cannot make changes;

Editor – can make changes;

Signer – Authorized to sign and submit;

Editor and Signer- Can make changes and Sign as well as submit;

Owner – Owns the form- Full access rights to it. Only one owner is permitted. If you pass on ownership, you will not be able to add more users. Only the owner is able to share reports.

Form Name	Ground Water Permit
Shared with	
Share With	win Enter a valid Public Alias
Oliale Willi	Eliter a valid Fublic Alias
Role	Viewer ▼
From	6/25/2004 To
1 10111	(e.g., 6/25/2004)
	(e.g., 0/23/2004)
4	Back ▶ Cancel ▶ Add
_	

Still need help?

Contact Marybeth Chubb at via email at Marybeth.chubb@state.ma.us or by phone at (617) 556-1029 should you need her assistance with the Groundwater Forms.

For questions concerning the functioning of eDEP, i.e. software or program problems, please contact the HELP Desk (617) 556-1100.